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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Plans &amp; Policy Staff/TR

DATE: 14 December 1955

FROM : Chief, Administrative Branch/TR

SUBJECT: Weekly Activity Report # 50

STAT

JOB NO.        BMX NO.        FLD NO.        DOC. NO. 3 NO CHANGEIN CLASS        REC'D DATE        CHANGED TO: TS 5 C RET. JUST 22  
NEXT REV DATE 09 BY 30x79 ORIGIN        TYPE DOC. 02I. SIGNIFICANT ITEMS - Note        NO.        PGS 8 CHANGED TO:        OPI        ORG CLASS S  
II. OTHER ITEMS REV CLASS C NEW CODES        AUTH: NM 78-3A. LANGUAGE TRAINING PROGRAM. BFO/TR is arranging to procure        currency and coins for use in  
language training programs.

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B. VEHICLE. Arrangements have been made to have the proceeds from the sale of the 1951 Chevrolet Station Wagon held in escrow by the Finance Division until 30 June 1957. These funds will be applied toward the purchase of a replacement for the Pontiac Station Wagon now in use on the        run.

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C. PAYMENT OF TRAVEL CLAIMS AT HEADQUARTERS. The OTR Revolving Fund was increased to \$2,000 on 2 December 1955 in anticipation of payment of these claims.D.        The Personnel Officer has requested the Acting Comptroller to furnish a list of candidates for consideration as replacement for         
25X1 25X1        Finance Assistant at        who is transferring to the Special Services Branch at       

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E. VEHICLE TVA.(TABLE OF VEHICLE ALLOWANCES). Notification was received from the Chief, Transportation Division, Office of Logistics, that, contrary to prior instructions, the vehicle survey report for        will not suffice as the Table of Vehicle Allowances. In view of this, a TVA is being prepared. It will be ready for submission to the DD/S by 15 January 1956.

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H. OFFICE OF PERSONNEL MEMORANDA. After two years of effort, the Personnel Section has persuaded the Office of Personnel to provide the Personnel Section with regular distribution of Office of Personnel memoranda. These memoranda, which amplify regulations and provide technical guidance, have previously been restricted to employees physically in the Office of Personnel.

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I. DISPOSITION OF [REDACTED] PERSONNEL FOLDERS. The Area Records Officer/TR has raised some very legitimate objections to the proposal "...to send personnel records of separated employees at [REDACTED]. Further study is being given to the matter by the Administrative Branch, OTR, Office of Personnel and the Management Staff."

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J. PROGRESS ON RECRUITMENT FOR [REDACTED] PERSONNEL. It is anticipated that final selection of two additional employees will be made by 16 December 1955. Both individuals have successfully completed the ATR schooling, and flight testing will be completed 15 December 1955.

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K. [REDACTED] MEETING TO EXPLORE PERSONNEL CONTRACT POSSIBILITIES

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AT [REDACTED] XO/Office of Personnel: [REDACTED] Office of Logistics; [REDACTED] and PO/TR met with [REDACTED] on 13 December 1955. Purpose of the meeting was to explore possibility of transfer of certain maintenance and housekeeping services at [REDACTED]

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[REDACTED] Further discussions have been tentatively arranged for next week.  
L. [REDACTED] Weekly report of the utilization of [REDACTED] for the period 7 through 13 December is attached.



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